

STEP 1: WHY YOU NEED A SAFETY REGISTRATION NUMBER

You **must** have a Safety Registration Number with the Department in order to file applications with the Agency and obtain the following permits:

- New Building permits
NOTE: New Building permits for one-, two-, and three-family homes are excluded
- Alteration permits to enlarge a building more than 25% of the building's existing floor area
- Alteration permits to add three (3) or more stories to an existing building
- Alteration permits to demolish or alter more than 50% of a building of a building's existing floor area
- Alteration permits to remove one or more floors of an existing building
- Demolition permits
- Jobs where 2,000 cubic yards or more of concrete will be placed during excavation, foundation, or superstructure work

STEP 2: APPLYING

To obtain a Safety Registration Number you **must** apply in-person to the Licensing & Exams Unit (location information below):

1. Select the appropriate endorsements for the type of work being done:
 - a) Construction (CN) – required for all work listed above in STEP 1, except demolition and concrete work, and for those individuals registered as General Contractors
 - b) Demolition (DM) – required for all demolition work listed in STEP 1
*NOTE: You **must** have the appropriate demolition insurance in order to obtain the endorsement*
 - c) Concrete (CC) – required for all concrete work listed in STEP 1
2. Applicants can apply for a Safety Registration Number in the Department's Licensing & Exams Unit, Monday through Friday from 1:30pm to 3:30pm. You **must** bring the necessary **original** documentation when applying.

The Licensing & Exams Unit is located at:

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th Floor
New York, NY 10007

STEP 3: REQUIRED DOCUMENTATION

To obtain a Safety Registration Number, the following documentation is required:

- Typed, completed, and notarized [LIC7](#) Safety Registration application

- Original proof of Employer Identification Number (EIN) or Federal Tax Identification Number from the Internal Revenue Service)
- Your original General Liability insurance certificate (you **must** have a \$1 million minimum policy), Workers' Compensation certificate, and Disability Insurance certificate*. Your insurance certificate **must**:
 - Have the identical address and phone number to the address for which you are seeking a Safety Registration Number
 - Your Federal Employer Identification Number (EIN) **must** be included on your Workers' Compensation certificate and/or Disability Insurance certificate
 - The certificate holder section **must** read as follows:
 New York City Department of Buildings
 Licensing & Exams Unit
 280 Broadway, 6th Floor
 New York, NY 10007

**For more information about insurance, see our [Insurance Guidelines](#) section.*
- Original photo ID of the individual submitting the paperwork (Driver's License, State ID, passport, or green card). All photo identification **must** be current.
- Original proof of business address (utility bill, bank statement, deed, or lease)
NOTE: Utility bills include electricity, gas, or water; cell phone bills and credit card bills will not be accepted

STEP 4: BUSINESS DOCUMENTATION

Additional Requirements for Corporations

All Corporations **must** provide the following documentation in addition to the above required documentation in STEP 3:

- A certified copy of your corporation's Certificate of Incorporation from the New York State Department
- A copy of your corporation's Filing Receipt, or Certificate of Good Standing
- If the company was formed in a State other than New York, corporate documentation from the State where the company was formed **must** be submitted in addition to a certified copy of the Application for Authority from the [New York State Department of State](#).

Additional Requirements for Limited Liability Companies (LLC)

All LLC's **must** provide the following documentation in addition to the above required documentation in STEP 3:

- A copy of the LLC's Filing Receipt, or Certificate of Good Standing
- A certified copy of your LLC's Articles of Organization from the New York State Department of State
- If the company was formed in a State other than New York, corporate documentation from the State where the company was formed **must** be submitted in addition to a certified copy of the Application for Authority from the [New York State Department of State](#).

Additional Requirements for Individuals with a Business Name (Sole Proprietors)

All individuals with a business name (sole proprietors) **must** provide the following documentation in addition to the above required documentation in STEP 3:

- A copy of your Business Certificate from the County Clerk
- Original proof of primary contact's home address (utility bill, bank statement, deed, or lease)

NOTE: Utility bills include electricity, gas, or water; cell phone bills and credit card bills will not be accepted

Additional Requirements for individuals with Partnerships

All partnerships **must** provide the following documentation in addition to the above required documentation in STEP 3:

- Your partnership's Certificate of Partnership stating all present officers and their percentage of ownership

STEP 5: APPROVAL

Once all documentation is submitted correctly, the Department will process your application, and you will be issued a Safety Registration card. You are required to pay the \$80.00 fee for each endorsement you indicated in STEP 2.